DoD VPP CX

Development, Validation, Implementation and Enhancement of a Voluntary Protection Programs Center of Excellence (VPP CX) Capability for Department of Defense (DoD)

Annual Evaluation Keys

DoD Lead Agent:
Office of the Assistant Secretary of the Army (Installations and Environment)

Department of Defense Voluntary Protection Programs Center of Excellence

Operated by:
CTC Concurrent Technologies Corporation

Objectives

After this training you will be able to:

- Describe the annual submission process
- Define effective techniques for evaluating programs
- Understand tools and process to support evaluation
- Define the role of Leadership in annual evaluations

Purpose

- The purpose of an annual evaluation process is to help:
  - Evaluate the operation of the safety and health (S&H) program to measure success in meeting the program's goals and objectives
  - Implement changes needed to continually improve worker S&H protection.

Annual Submission

Annual Submission

- The annual evaluation process requires each participant to submit a written document to OSHA by February 15th each year, consisting of the following information:
  - A site's and applicable contractors' injury and illness case numbers and rates, average annual employment and hours worked for the previous calendar year
  - A copy of the most recent annual evaluation of the site's S&H management system
  - Descriptions of significant changes or events, progress made on the previous year's recommendations
  - Success stories.

Program Evaluation Process

Evaluating Your Program

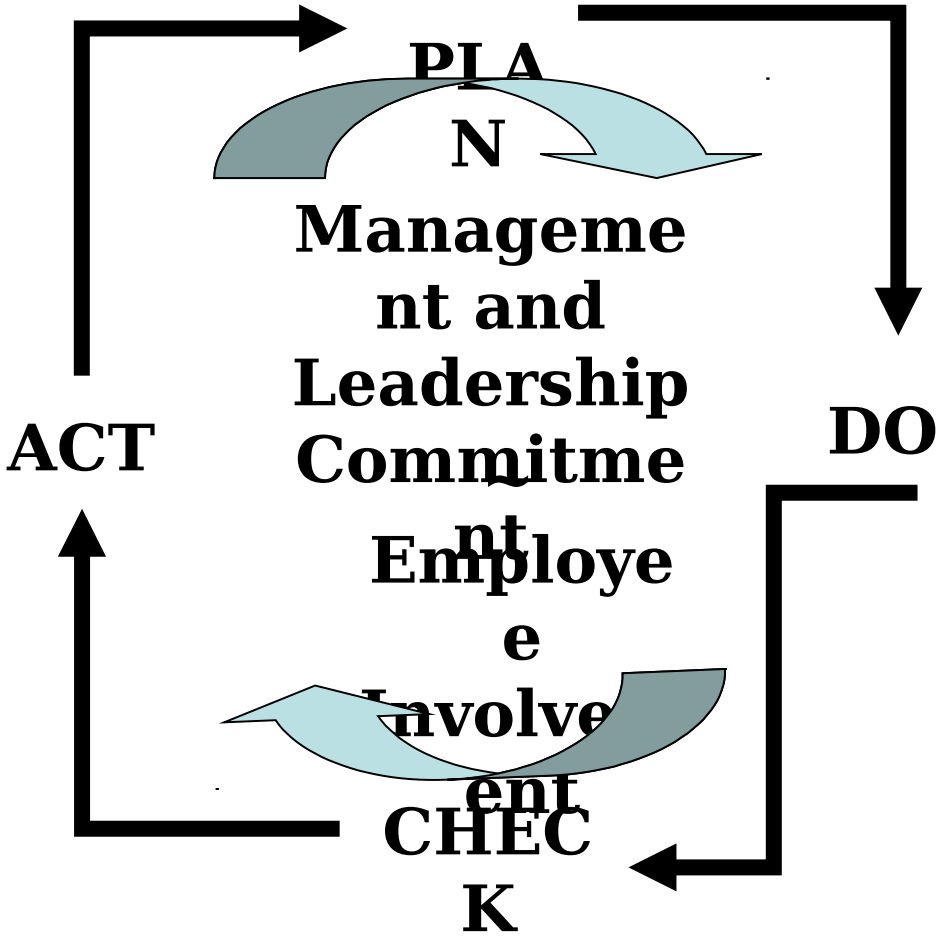
- Annual Evaluation must:
  - Identify strengths and weaknesses
  - Provide specific recommendations for timely improvements
  - Assign responsibility for those improvements
  - Document timely follow up of action or the reason no action was taken.
- A comprehensive evaluation includes:
  - Reviewing written programs
  - Walking through the workplace
  - Interviewing employees.

Evaluation Process

- During this process participants should be answering the following questions relating to each element and sub-element of their S&H management system:
  - Is it comprehensive?
  - Is it operating effectively and meeting established goals and objectives?
  - What improvements can be made to make it even more effective?
  - What goal modifications should be made for the upcoming year?

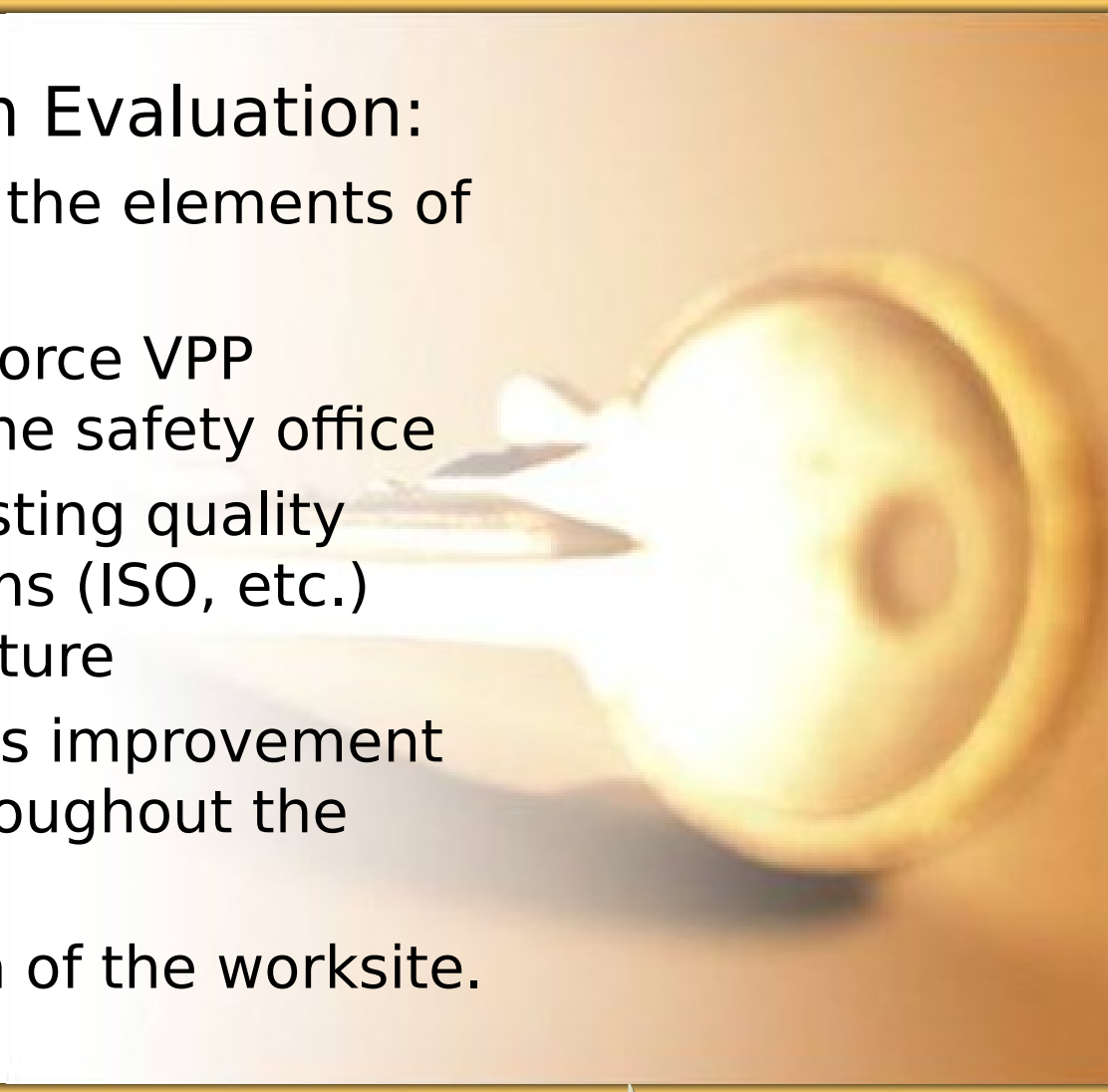
Continuous Improvement

- VPP participants must demonstrate continuous improvement in the operation and impact of their S&H management systems
- Annual VPP self-evaluations help participants measure success, identify areas needing improvement, and determine needed changes.



Keys to Success

- The Annual Program Evaluation:
  - Critically reviews all the elements of the S&H program
  - Can be used to reinforce VPP ownership beyond the safety office
  - Should leverage existing quality management systems (ISO, etc.) to provide structure
  - Embodies continuous improvement when conducted throughout the year
  - Is NOT an inspection of the worksite.



Tips for Element Reviews

Management Leadership / Employee Involvement

- Describe/Comment on:
  - Level of commitment provided to facility S&H program
  - Level of performance accomplished versus established objectives
  - Ways employees are involved in the S&H program.
- Evaluate effectiveness of:
  - Existing management involvement/support system
  - Employee involvement.
- Describe recommended improvements or program revisions.

Worksite Analysis

- Describe/Comment on:
  - Trend analysis results
    - Injury and occupational illness data
    - Routine self-inspection findings
    - External inspections or surveys
    - Employee reports of hazards.
- Evaluate effectiveness of:
  - Incident reporting and investigation procedures
  - Hazard analysis of routine, non-routine tasks, significant changes.
- Describe recommended improvements.

Hazard Prevention and Control

- Describe/Comment on:
  - Regulatory program reviews, including but not limited to
    - Lockout / Tagout
    - Confined Space
    - Respiratory Protection.
  - Potential impact of new (or proposed) regulations.
- Evaluate effectiveness of:
  - Corrective and preventive actions
  - Emergency plans.
- Describe recommended improvements.

Safety and Health Training

- Describe/Comment on:
  - Ways employees are involved in S&H training
  - Efforts to extend VPP communication to contractors and visitors
- Evaluate training effectiveness and impact:
  - Competency test
  - Performance demonstration
  - Relevance to attendees (feedback forms)
  - Correlation to injury reduction or hazard prevention.
- Describe recommended improvements.

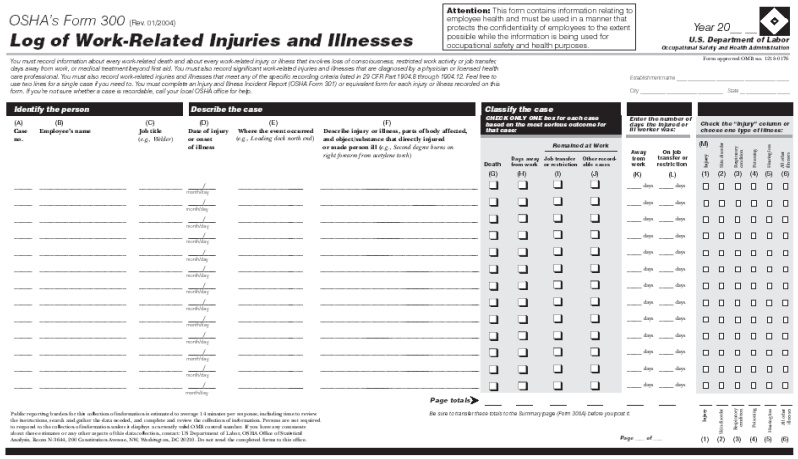
Evaluation Support

Tools

- VPP CX Gap Analysis and Action Plan:
  - Assigns accountability
  - Establishes timelines
  - Documents specific actions a site may take.
- Electronic application (e-VPP) management tool helps to:
  - Assign stakeholders responsibility for elements or sub-elements
  - Facilitate hierarchical review and feedback.

Safety Performance Rates

- For safety performance rates:
  - – List Total Case Incident Rate (TCIR) and Days Away, Restricted, and Transferred (DART) case rate
  - – Explain any increases in rat and a descriptive plan of action to address increases and reduce rates
  - – List contractor rates as applicable.



OSHA's Form 300 (Rev 01/2004)

Log of Work-Related Injuries and Illnesses

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20__

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name _____

City _____ State _____

Identify the person			Describe the case			Classify the case (CHECK ONLY ONE box for each case based on the most serious outcome for that case)				Enter the number of days the injured or ill worker was:		Check the "injury" column or choose one type of illness:					
(A) Case no.	(B) Employee's name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)	Death (G)	Days away from work (H)	Remained at Work: Job transfer or restriction (I)	Remained at Work: Other recordable cases (J)	Away from work (K)	On job transfer or restriction (L)	(M) Injury	(1)	(2)	(3)	(4)	(5)	(6)
			/ mm/dd							___ days	___ days						

Leadership Role

Leadership Role

- Ensure employee participation and input in the annual evaluation process
- Be realistic; establish goals that encourage success
- Coordinate timing of annual evaluation so that results are ‘inputs’ to resource planning process.
- Tailor annual evaluation method to fit time and resources: it does not have to be completed in a single “event.”

Summary

In this section you learned about:

- The annual submission process
- Effective techniques for evaluating programs
- Tools and process to aid in evaluation
- The role of Leadership in annual evaluations.

Questions?